

Performance Review

Personal Data		
Employee ID	Employee Name	Job Title
Division/Section	Reviewer	Review Period
Performance Goals and / or Job Responsibilities (Elements)	Results and Accomplishments	Ratings
A performance goal is a statement of results to be achieved in a given review period. Goals are project or target-based. A job responsibility (element) is a requirement that must be met on an ongoing basis. Job responsibilities define routine tasks or essential functions.	Evaluate results against mutually established performance goals and job responsibilities.	Select one rating for each performance goal or job responsibility (element).
1.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
2.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
3.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
4.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations

5.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
6.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
7.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
8.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
9.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
10.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations

Core Competencies		Competency Ratings
Select one rating for each competency		
Initiative and Creativity	The ability to plan work, to go ahead with a task without being told every detail and to make constructive suggestions.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
Judgment	The extent to which the employee makes decisions that are sound. Ability to base decisions on fact rather than emotion.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
Cooperation/Teamwork	Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
Quality of Work	Freedom from errors and mistakes. Accuracy, quality of work in general.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
Reliability	The extent to which the employee can be depended upon to complete work, projects or assignments on time. The degree to which the employee is reliable and persistent.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
Commitment to Safety	Ability to adhere to all safety rules and perform work in safe manner. <i>(Negative individual behavior leading to undesirable safety practices may require correction via the disciplinary process).</i>	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
Support of Diversity	Demonstrated commitment to a respectful and inclusive work environment.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
Job-specific Competencies (Optional)		
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent <input type="checkbox"/> Commendable <input type="checkbox"/> Meets Minimal expectations <input type="checkbox"/> Does not meet expectations

Managerial/Supervisory Competencies (For employees who supervise others)

Values and Ethics: <i>Integrity and Respect</i>	<p>Demonstrates respect for people and Laboratory principles and policies. Maintains a respectful, diverse and inclusive work environment. Holds self and others accountable for actions.</p> <p>___ Outstanding ___ Excellent ___ Commendable ___ Meets Minimal expectations ___ Does not meet expectations</p>
Strategic Thinking: <i>Analysis and Ideas</i>	<p>Offers advice and creates plans based on analysis of issues and trends and links these to the responsibilities, capabilities and potential of his/her organization. Scans an ever-changing, complex environment in anticipation of emerging opportunities and possible crises. Develops well-informed advice and strategies that are sensitive to the needs of various groups served.</p> <p>___ Outstanding ___ Excellent ___ Commendable ___ Meets Minimal expectations ___ Does not meet expectations</p>
Engagement: <i>People, Teams, Collaborators</i>	<p>Engages employees, teams and collaborators in developing goals, executing plans and delivering results. Motivates employees and teams to accomplish goals by communicating clearly and consistently. Uses negotiation skills and models adaptability to encourage recognition of joint concerns. Uses collaboration and influence skills to achieve successful outcomes.</p> <p>___ Outstanding ___ Excellent ___ Commendable ___ Meets Minimal expectations ___ Does not meet expectations</p>
Management Excellence:	<p>Aligns people, work and systems with the Laboratory's strategy. Ensures that the staff has the knowledge, skills and versatility to meet current and longer-term goals. Ensures that people have the support and tools they need to succeed in their work. Manages the performance management cycle effectively by developing mutual performance goals with employees, providing ongoing performance feedback throughout the year, and conducting timely performance review discussions and documentation.</p> <p>___ Outstanding ___ Excellent ___ Commendable ___ Meets Minimal expectations ___ Does not meet expectations</p>
Resource Management:	<p>Accesses and reviews standard budget reports as appropriate. Reallocates resources as organizational change occurs. Gathers and organizes credible data to make a case for budget changes. Regularly analyzes budget data to ensure cost effectiveness and efficiency.</p> <p>___ Outstanding ___ Excellent ___ Commendable ___ Meets Minimal expectations ___ Does not meet expectations</p>

Summary of Performance and Review of Competencies

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Career Development Plan (Optional)

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Signatures

Employee Acknowledgement of Performance Goals/Job Responsibilities and Competencies

My supervisor/manager and I identified and discussed my performance goals, job responsibilities and job-related competencies at the beginning of the review period.

Employee Signature _____ Date _____

Progress Review (Optional)

My supervisor/manager and I discussed my performance. We have updated goals/job responsibilities and competencies (if needed).

Employee Signature _____ Date _____

Overall Rating

Select only one rating - Assign an Overall Rating based on Accomplishments and Competencies.

Overall Ratings with Descriptors.

___ Outstanding	___ Excellent	___ Commendable	___ Meets Minimal expectations	___ Does not meet expectations
Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the Department, Division or Laboratory.	Superior performance that consistently generates results above those expected of the position. Contributes in a superior manner to technical and functional innovations.	Good, solid performance. Fulfills all position requirements and goals and may, on occasion, generate results above those expected of the position.	Performance leaves room for improvement. Employee requires either additional development in deficient technical areas; or, may be a new hire requiring familiarity with lab processes; or, is not responding favorably to coaching for performance improvement.	Performance is well below the minimum position requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).

Second-level Managerial Approval of Performance Review Document

I have reviewed and approved the performance review document and overall rating.

Signature _____ Date _____
(Manager of reviewer)

Reviewer Acknowledgement of Performance Review Document

I have discussed the performance review document with the employee and advised the employee of his/her overall rating.

Reviewer Signature _____ Date _____
(Person who prepared the review)

Employee Acknowledgement of Performance Review Discussion

My supervisor/manager has reviewed and discussed the performance review document with me. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with it.

Employee Signature _____ Date _____

Employee Comments (Optional)

Mentor Comments (Optional)